KITTITAS COUNTY JAIL

Inmate Information Handbook

205 West 5th Avenue
Ste. 1/Jail
Ellensburg, WA 98926

THIS HANDBOOK IS SUBJECT TO CHANGES AND AMENDMENTS WITHOUT PRIOR NOTIFICATION

REVISED 05/2026

MISSION STATEMENT:
To protect all people, keep the peace and uphold the Constitution of the United States.

INTRODUCTION:
This Inmate Handbook will give you important information regarding your stay in this facility. The jail rules, privileges and inmate discipline system are set forth in this handbook. Read carefully and become familiar with its contents.
You will have access, based on your security level and special needs, to participate in all programs. Your housing classification will be based on your behavior, charges, and history.

BEHAVIOR STANDARDS:
You are expected to follow facility rules, obey staff directions and behave appropriately. Not following these expectations will result in your loss of privileges and sanctions may be imposed. These sanctions can include disciplinary segregation, loss of good time, relocation, loss of programs, loss of privileges, commissary or visitation. In addition criminal charges may be added to your existing charges for certain types of misconduct. The rules, privileges and inmate discipline system are set forth in detail in the Inmate Handbook. You are expected to read this handbook and become familiar with its contents.

NO HOSTAGES:
Kittitas County Jail is a "No Hostage" facility. This means that you will not be allowed to escape or be given any special treatment or favors, even if you take hostages.

ADMISSION:
When you were booked into Jail:
At Intake, you were told about the charge(s) against you and were given information about your bail / bond status. The admission process consists of being booked, fingerprinted, photographed, and issued jail clothing. You also received a preliminary medical screening. Your personal items, valuables and money were collected, inventoried and stored. A receipt for all personal property stored at the jail will be placed in your property bag. You will receive your Pin and ID number on your intake receipt from the commissary system. Do not share your Pin and ID number with anyone.

PERSONAL PROPERTY:
Personal property and clothing that is with you when presented for booking will be stored in our property room. We will not store any knives or items deemed to be hazardous or able to be used as a weapon. Items being held by the arresting agency will not be

inventoried. You will need to consult the arresting agency with any questions concerning those items. We do not store food items in property. Once your property has been stored, you will not be allowed back into your property until you are released from custody. You can release items from your personal property to anyone **not in custody** by filling out a property release form and turning it in to staff. These forms are available electronically.

PROPERTY RELEASES:

Property Release Forms are required to release any of your personal property to someone not in custody. The form requires your signature, the name of the person receiving the property, and a specific description of the property to be released. You have 10 days from the time of your arrival to release any property. After the first 10 days, all property will remain in the Jail until you are released or transferred to another facility.

This same form is required to deduct funds from your account as payment for services rendered, such as notary services, haircuts, payment of bail or court ordered fines, etc. Each inmate will be allowed to release money from their jail account one time only for personal matters. The only exception to this will be funds released to the Courts, Bail Bond Agencies, Legal Entities, Haircuts, Notary, etc.

You may only release property after the 10 day period to someone outside this facility if: you have a large amount of books in your property, you are being sent to prison or to another county and you have too much property to take with you. You will need to fill out a Property Release Form including a description of the property to be released; the name of the person to receive the property, and your signature. They will have 30 days to pick up the property.

WHILE HERE, YOUR RESPONSIBILITIES ARE TO:

- Obey the rules
- Comply with the orders of the staff.
- Follow jail schedules and routines.
- Refrain from any and all horseplay or disrespectful language.
- Direct questions to Floor Deputies prior to submitting to supervisors.
- To follow the directions of the staff in the event of an emergency.
- Treat staff and other inmates fairly and with respect
- Keep up good personal hygiene
- Keep your bunk and living area clean
- Be up for morning inspections with your blankets folded and placed on top of your mattress. Stowe your personal

belongings in your bin or neatly in the space that was provided to you when you were housed.

WRISTBAND

All inmates are expected to always wear their wristbands, do not remove them. Your wristband will be scanned for many things such as count, movement, ensuring medication and meal delivery, and the tracking of offered services, goods, and programming. No wristband, no service. Any tampering with wristbands or refusal to cooperate with the scanning process will result in disciplinary action. Removal, or the destruction of a wristband may result in monetary fines associated with your inmate account. If your wristband deteriorates due to normal wear and tear notify a Jail Deputy as soon as possible to avoid disciplinary action.

BAIL:

Bail bond agencies licensed under state law and approved through Kittitas County Superior Court will be accepted. For information on posting a bond for your release, contact any of the Bail Bond Agencies listed in the back of this book or in the phonebook. These professionals will discuss your options with you, helping you to make the best decision. See also GOVPAY below.

GOVPAY/ALLPAID:

Govpay is a credit card company that will use a credit or debit card to bail you out. Call 1,1*44 from the inmate phone or family and friends can call 1-888-604-7888 or go on line at www.allpaid.com and use PLC code 4930.

EHM:

Kittitas County Jail does not provide an Electronic Home Monitoring Service. Inmates wishing to apply for Electronic Home Monitoring (EHM) must contact or have a family member contact an independent EHM provider. You will find several court approved companies at the back of this book that you may choose or you may find one for yourself. Be advised that the EHM provider that you choose **must come to the facility** on your qualifying day and place the ankle

bracelet on your person. Inmates **will not be allowed** to leave the facility without the bracelet on.

NORTHWEST SHUTTLE:
If you are being transported out of the Kittitas County Jail to another agency via the Northwest Shuttle you may have to leave some of your property behind. Some counties and states will only accept wedding bands (No stones), eyeglasses, the clothes you are wearing, bona fide legal material, small address book and state issued ID. Property bags are small (10”x14”) so non-essential items including commissary and hygiene items will not go with you.

Property Retention:

All property staying in the facility after your transfer will be held for a maximum of 30 days after which it will be disposed of. You will have the opportunity to designate a person(s) to come to the facility and retrieve your property on your behalf. Alternatively, you can opt to have your property mailed to your family/friend via USPS. The property would be mailed in pre-paid boxes. These boxes range in price depending on size and must be paid for in-full prior to any property being mailed. If you want to have property mailed you must have the money available in your commissary and turn in a request kite and must be arranged prior to day of release/transfer.

INMATE WORKERS
Any inmate on work crew or an outside work detail that introduces any form of contraband, such as tobacco products, matches, drugs, etc. will be infracted, removed from the program and face possible criminal prosecution.

Inmate Worker Program Requirements and disclosures:

- You will be required to work in this program if assigned a job by KCJ staff.
- If you have active warrants, you may not qualify for the program.
- You cannot be classified as Maximum, Violent, or have officer safety issues on your record.
- You will be strip searched/scanned after you enter back into the facility from any outside work detail.
- You are not allowed to communicate with other inmates located throughout the facility. See infraction 122.

Inmate Worker Program Steps to approval:

1. Fill out an application to put your name in the selection pool.

2. Be cleared by an Inmate Worker Supervisor based on selection criteria such as warrant status, classification, behavior in facility, infraction history, and more.
3. Set up for sick call by program supervisor and medically cleared or denied by medical staff.
4. Approved or denied. If approved, you will be given a job based on availability.

WORK/SCHOOL RELEASE:

Work/School release allows you to leave the facilty for work or school to meet outside obligations and then return to the jail afterwards each day. Before you can apply to the program the option to do so must be included in your judgement and sentence issued by the courts. You can request an application to be considered for work/school release by kiting jail staff. There is an application fee of $25 due at the time the application is submitted. There is also a daily fee that must be paid weekly ranging between $24-$63 depending on your hourly wage.

REQUEST KITE:

Inmate request kites are available and on the request cart. These forms should be used for routine requests. Request kites containing profanity or derogatory language will not receive a response.

RECORDS REQUESTS:

Records requested by inmates that belong to the jail or are maintained by the jail will be provided in the following ways:

- All record requests will be entered into the County's records software, GOV QA
- Requests made through the kiosk or tablets will have the responsive records uploaded to the inmates account either as an image file or PDF file.
- If an inmates information is in the public records online portal (GOV QA) with a valid email address, those records will be uploaded and a link to retrieve those records will be sent to the email for access after release. A letter will be sent to the inmate while in custody letting them know the records are available for when they are released.
- If any records are requested to be provided physically, those physical copies will be placed into the requestor's property bag, in which they can retrieve them upon release. This includes records requested from other Kittitas County offices or entities.

Legal mail will still be provided to inmates.

Requests for information, including but not limited to providing addresses, phone numbers, how to reinstate licenses, etc. will not be provided as these are not records requests.

DISABILITIES:

If you have a disability and need accommodation, please notify the on-duty supervisor. Do this by completing a request kite.

Disability Rights Washington (DRW)
315 5th Avenue South, Suite 850
Seattle, WA 98104
(206) 324-1521

Contacting DRW is completely confidential. DRW is an independent, non-profit organization that is not part of state government. They provide free services to people with disabilities on disability-related issues in jails, prisons and the community including traumatic brain injuries, physical disabilities, mental illness, and cognitive impairment.

EMERGENCY PROCEDURES:

If there is any type of emergency while you are here it is important that you follow staff's instructions. Emergencies can result in lockdowns or evacuations. Staff will give clear instructions to you and you must follow them.

CLASSIFICATION:

Your housing classification will be based on your behavior, charges, and history. Your classification level will determine initial housing assignment and your eligibility to participate in programs. The classification process continues throughout your confinement.

There are five main classification and housing assignments:

1. **General Population**: Where privileges and programs are available to you based on your behavior and criminal history, background, charges and special needs.
2. **Administrative Segregation**: The physical separation of an inmate who is prone to assault staff or other inmates. This is a non-punitive classification process. Privileges will be restricted
3. **Protective Custody**: Inmates who need protection from other inmates will be housed in Protective Custody. Under certain situations an inmate may be placed in Protective Custody by staff or administration.
4. **Medical Segregation**: Physical separation of an inmate in need of medical isolation.
5. **Intensive Management Segregation (IMS):** Separated from the general population. This is a result of an inmate that has been found to have committed a rule violation. Privileges will be restricted.

You cannot change your bed assignment or refuse placement without prior approval.

INMATE DAILY ROUTINE:

- Lights will turn on at 0500 hours.
- Request cart will be offered daily. This is the time to turn in any mail, or receive any items needed throughout the day. Once this cart has gone by it will not return until the following day so plan ahead and be prepared.
- Mods will receive cleaning gear each morning. Each inmate is expected to clean their own living area and assist in cleaning the common areas/day rooms when you are given access.
- Breakfast will be served around 0600hrs..
- Bedding must be folded up on mattress, personal property, commissary and hygiene items will be organized in tubs or on shelves prior to inspections at 0700hrs.
- Dormitory housing units can use the showers between the hours of 0500-0645hrs. After this allotted time, permission is needed by staff prior to using the showers. Non-Dormitory housing units can use the showers during the allotted out of cell time.
- Staff will start living area inspections starting around 0700hrs. You are expected to be awake, in full uniform (includes socks, shoes, shirt, shorts, pants, underwear/bra/boxers, ready to follow instructions when they arrive.
- When staff arrive, they will conduct head count, and direct you where to wait while your living area is inspected.
- When the entire facility has completed morning inspections, the out-time rotation will start, and the TV's will turn on. Once your out of cell time is complete ensure you clean up after yourself. Items left behind may be lost or forfeited.
- Courts, transports, programs, visits, and other activities will be offered periodically throughout the day depending on availability. Some of these activities will go with your scheduled out time.
- Medications will be delivered as prescribed by medical staff.
- Facility lockdown is 2200 hours, and the lights will be turned off. Disruptive behavior or noise will not be tolerated during lights out.

UNANNOUNCED INSPECTIONS:

Unannounced inspections are conducted periodically in the housing units to search for and confiscate contraband. Inspections will occur at any time and hour.

REQUEST CART:

The request cart is offered daily, around 5 a.m. This is where you can turn in mail, grievances, among other forms. This is when you request items such as writing paper, toilet paper, pencils, envelopes, toothbrush, toothpaste, soap, and femine hygiene items.

PRISON RAPE ELIMINATION ACT (PREA):

Housing, bed, work and program assignments should be made to separate inmates at high risk of being sexually victimized from those at high risk of being sexually abusive (28 CFR 115.42).
Inmates identified as being at high risk for sexually aggressive behavior will be monitored and housed in an area that will minimize the risk to other inmates and staff. All inmates identified as being at risk of victimization shall be monitored and housed in an area to minimize the risk to their safety. However, inmates at high risk for sexual victimization shall not be placed in involuntary protective custody unless an assessment of all available alternatives has been made and it has been determined that there is no available alternative means of separation from likely abusers (28 CFR 115.43; 28 CFR 115.68).
Housing and program assignments of a transgender or intersex inmate shall include individualized consideration for the inmate's health and safety and any related supervisory, management or facility security concerns. A transgender or intersex inmate's views with respect to his/her own safety shall be given serious consideration. Lesbian, gay, bisexual, transgender or intersex inmates shall not be placed in dedicated facilities, units or wings solely on the basis of such identification or status, unless such placement is pursuant to a consent decree, legal settlement or legal judgment (28 CFR 115.42).

Definitions:

A. Detainee-on-Detainee Sexual Abuse/Assault
One or more detainees engaging in or attempting to engage in a sexual act with another detainee or the use of threats, intimidation, inappropriate touching or other actions and/or communications by one or more detainees aimed at coercing and/or pressuring another detainee to engage in a sexual act.

B. Staff-on-Detainee Sexual Abuse/Assault
Staff member engaging in, or attempting to engage in a sexual act with any detainee or the intentional touching of a detainee's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the desires of any person. Sexual abuse/assault of detainees by staff or other detainees is an inappropriate use of power and is prohibited by the DOJ policy and the law.

C. Staff Sexual Misconduct is:

Sexual behavior between a staff member and detainee which can include, but is not limited to indecent, profane or abusive language or gestures and inappropriate visual surveillance of detainees

Prohibited Acts:
A detainee who engages in inappropriate sexual behavior with or directs it at others can be charged with the following Prohibited Acts under the Detainee Disciplinary Policy:

- Using Abusive or Obscene Language
- Sexual Acts
- Making a Sexual Proposal
- Indecent Exposure
- Engaging in a Sex Act

Detention as a Safe Environment
While you are detained, no one has the right to pressure you to engage in sexual acts or engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. Regardless of your sexual orientation, you have the right to be safe from unwanted sexual advances and acts.

Confidentiality
Information concerning the identity of a detainee victim reporting a sexual assault, and the facts of the report itself, shall be limited to those who have the need to know in order to make decisions concerning the detainee-victim's welfare and for law enforcement investigating purposes.

Report ALL Assaults!

If you become a victim of a sexual assault, you should report it immediately to any staff person you trust, to include housing officers, chaplains, medical staff, supervisors or Deputy U.S. Marshals. Staff members keep the reported information confidential and only discuss it with the appropriate officials on a need to know basis. If you are not comfortable reporting the assault to staff you have other options:

To report a Crime Tip/PREA incident:

1. **Use telephone in mod**
2. **Select language**
3. **Select "1" for collect call**
4. **Dial *51**
5. **Report incident**

INTERCOMS:
Intercoms are to be used for emergencies only. Unnecessary use can result in a Disciplinary Infraction.

GRIEVANCES:
If you have a concern regarding the facility that affects you personally you can file a grievance. No inmate will be subject to adverse actions as a result of filing a factual and true grievance. Inmates filing false, misleading, or frivolous grievances may face disciplinary and/or legal action. Do not use abusive or profane words unless it is part of the grievance. **Grievances can only contain one (1) issue**. Grievances containing multiple issues will be administratively closed, delaying a formal response. You may submit multiple grievances if you have multiple separate issues. The process for submitting a grievance is to first direct your concern towards the staff member immediately involved with the issue. If you are unable to resolve the issue at that time you need to submit your grievance. Duplicate grievances filed prior to a formal response will be administratively closed and may result in disciplinary action.

The grievance form must be filled out in full and contain the following information: Sufficient detail for staff to investigate, to include approximate dates, times, names (or descriptions), and location of event, an explanation of what you are grieving as well as your proposed resolution. In your explanation you must describe what steps you took to resolve the issue informally prior to filing a grievance. Failure to include any required information will result in administrative closure requesting additional information.

The timelines for grievances are very important and must be followed. Your grievance must be filed within 14 calendar days of the incident. Grievances will be responded to within 14 business days from the date received by staff. You have the right to appeal the decision up the chain of command.

Appeals must be submitted via kite detailing which grievance you are appealing and why. Appeals must be filed within 5 calendar days of the response. You will receive a response to your appeal within 14 business days from the date received by staff. If you do not get a response from staff within the required timelines, consider it “not sustained” and you can proceed with an appeal(s). Your grievance is considered exhausted when you have pursued all available administrative appeals.

You can continue the grievance process after you have been released. If you have been released from custody your grievance response will be mailed to the address listed on your grievance form via certified mail within the same guidelines given. You have 14 calendar days from the date of delivery to submit your appeal.

Grievance forms can be requested at time of the request cart. Completed grievance forms can be turned in at any time to any staff member. If you don't want to hand it in to the staff member it is concerning, please ask for another deputy or their supervisor.

Grievance Findings Definitions:

Sustained – A grievance is considered sustained if the complaint filed is considered valid, substantiated, corrective action is taken, and the inmate requested resolution is met in full.

Sustained in Part – A grievance is considered sustained in part when the complaint is considered valid, substantiated, and corrective action may be advisable and the inmate requested resolution is partially granted.

Not Sustained – A grievance is considered not sustained when the complaint is unsubstantiated, determined to be false, and with no corrective action necessary.

Administratively Closed – A grievance is considered administratively closed when the grievance filed is incomplete or insufficient, contains unacceptable language or verbiage, determined frivolous, contains multiple issues, or any other reason that deviates from the written grievance guidelines.

LEGAL REPRESENTATION:

All inmates are entitled to legal counsel. If you do not have an attorney and / or cannot afford one, the court of jurisdiction may appoint one to you.

If an interpreter is needed, the courts will provide one for you.

The Kittitas County Jail has materials available for individuals who need to access the court system. The law library is digital and available on your tablet or kiosk. For any legal forms or paperwork, you must contact the court. A list of attorneys and their phone numbers can be found at the end of this handbook.

WASHINGTON STATE DEPARTMENT OF CORRECTIONS (DOC):

If you are convicted on a felony charge and sentenced to over one year you will be transferred to the Washington State Department of Corrections (DOC). You cannot take personal property to DOC. You need to contact friends or family prior to your transfer and arrange to release your property to them. Property will be held for 6 months. If unclaimed your property will be donated to a charitable organization, destroyed or stored for donation to indigent inmates.

AUTHORIZED CELL ITEMS:
At booking you are required to give up and declare all personal property. You are only allowed to keep phone numbers, chirping device, addresses, legal papers, eyeglasses and contact lenses.

1. Medical items subject to approval of the medical staff include but not limited to: medication, medical devices and prostheses, prescription eyewear, dentures, and hearing aids.
2. All jail-issued and personal property must be kept in the issued bin / box within your housing area.
3. Documents and personal mail. A reasonable number of letters, legal papers and other documents stowed neatly within the issued bin / box.
4. If you are transferred here from the State Department of Corrections or other detention / correctional facility, you may have legal material after it is carefully examined. All other personal property will be taken from you and placed in the property room.
5. Commissary purchases.

PROHIBITED MATERIALS:
The following materials and items are prohibited in the Kittitas County Jail:

- Any sexually explicit materials including but not limited to books, magazines, pictures, or drawings.
- Any materials that promote violence or discrimination based on race, religion, creed or sexual orientation.
- Personal material or any publications that demonstrate or explain the construction of weapons, advocate or provide instructions for escape, riot, etc., jeopardize the security or safety of others are prohibited.

Any prohibited items will be confiscated, and you will be infracted for violation of the Correction Facility regulations.

All other items are stored in property for you:
If you are in possession of any other personal property not specifically authorized at booking, it is automatically contraband and you may be infracted and / or charged with possession of these contraband items. Some items not specifically listed may be allowed on a case by case basis to be determined by Corrections supervisor.

The bins provided for your jail issued items and personal property shall be kept inside your cell or next to your bed.

JAIL ISSUED ITEMS:
1. One (1) mattress

2. Four (4) blankets
3. One (1) towel
4. One (1) each of the following health items; toothbrush, toothpaste, flosser, bar soap, comb and pick.
5. One (1) roll of toilet paper per housing unit.
6. One (1) Inmate Handbook
7. Up to three (3) books, magazines or newspapers from any correction-issued source (e.g. library, chaplain or commissary).
8. In addition to three books you may have a Religious Text (bible, koran, etc)
9. One (1) Correction-issued cup (unless abused or used in violation of the rules).
10. One Spork
11. Up to three (3) pencils.

Items can and/or will be removed for abuse or used in violation of rules

Female Clothing:

a) One (1) uniform – shirt,pants,shorts (issued)
b) One (1) pair sandals (issued)
c) One (1) pair of socks (issued)
d) One (1) pair of underwear (issued)
e) One (1) bra (issued)

Male Clothing:

a) One (1) uniform – shirt,pants,shorts (issued)
b) One (1) pair of sandals (issued)
c) One (1) pair of socks (issued)
d) One (1) pair of boxers (issued)

LINEN EXCHANGE:

Jail issued clothing, blankets, and towel will be exchanged on a rotational basis. Linen Exchange is mandatory for sanitary purposes.

HYGIENE PRODUCTS:

Hygiene products such as soap, toothpaste, toothbrush, flossr,comb, pick, or feminine products are available on the request cart each day. Additional hygiene products are available for purchase on Commissary which is listed on the back pages of this handbook.

GOOD TIME CREDIT:
You may earn 1/3 of “early release credit” off your sentence, with good behavior. Good time is only administered by the Kittitas County Jail. You can lose credit by rule infractions and disciplinary action. Your release date is automatically reviewed to include good time credit. It is not the responsibility of Kittitas County Jail to determine potential time credit due from other facilities. If you or your attorney can provide official documentation of credit time served we will apply it to your sentence.

SENTENCE / RELEASE:
When you have completed your sentence, you will be released from custody if you have no other pending holds.

ATTORNEY VISITS AND COURT APPEARANCES:
Your attorney has the right to see you. You will be escorted to all court appearances while you are in custody.
During all transports waist and ankle restraints may be used.

PREGNANT INMATES:
If you are pregnant or postpartum while in custody no restraints will be used on you during transport(s) or labor, unless there is a safety and security threat to you or the facility.

CLOTHING FOR TRIAL:
Two sets of trial clothing will be accepted. These will be held in property until you are called for trial.

Note: Whenever you leave your housing unit, your pockets must be empty except for: court appearance/legal materials (No pencils, books or other materials may be taken to court without permission).

COMMUNICABLE DISEASE PREVENTION:
Communicable disease prevention can be achieved by maintaining proper personal hygiene. Do not share eating utensils, combs or clothing. Wash your hands often. Advise the health staff of prolonged coughs, fever, sweating, fatigue or any persistent signs of illness.

Notice of Jail Health Servces:
The Kittitas County Jail offers a variety of services to include but not limited to routine and emergency medical services, vaccinations, treatment for opioid use disorder, emergency dental services, lab work, x-ray services, and mental health treatment. These services

may need to be authorized by medical personnel, but you will not be denied services based on your ability to pay.

The Kittitas County Jail is responsible for the costs of emergency or necessary medical care depending on your indigency status. Medical debts incurred during your stay could be sent to the courts for a determination by a judge as part of the judgement and sentence.

If you are taking important medications, have an emergency or are in severe pain, notify the Corrections staff immediately by using the emergency button. If your problem is not an emergency, fill out a Medical Request slip. If you have medical / dental insurance coverage inform the care giver so your insurance can be billed.
Medical Staff are in once a day Mon-Fri so do not wait until the last minute to request to see medical.
Mental Health Staff are in during business hours daily, so do not wait until the last minute to request to see mental health staff.

It is recommended that you sign up for sick call within the first 14 days of incarceration for a comprehensive health appraisal. You do this by submitting a medical kite on the kiosk or a paper kite from the request cart. If you have been incarcerated longer than 14 days and did not sign up for your health appraisal you can sign up at any time. If you change your mind after signing up you will be required to sign a refusal form.

The health appraisal will consist of: a review of your innate medical screenings, administration of tuberculosis/HIV/Hepatitis/STD tests, Recording of height/weight/vital signs, and order of any tests or follow up as deemed appropriate by medical staff.

If you have been incarcerated at this facility for longer than one year it is recommended that you request a follow up health appraisal.

MEDICATIONS:

Medications must be verified before you can receive them. Medication delivered to the facility shall be current, legible, and contain all required information including your name, instructions, and prescribing doctor. Let the staff know if you are taking life-sustaining medications.

Medications are delivered multiple times a day to each housing unit. You will be required to take medication in front of medical and/or Corrections staff. Hoarding or trading of medication will not be tolerated.

Medical request kites will go directly to medical staff and will be addressed at their discretion.

PSYCHIATRIC MEDICATION:

1. New inmates must complete an authorization for medical treatment to verify medications, dosage of medication, name of pharmacy, and medications need to be verified with their doctor.
2. All medication requests require an evaluation by a mental health counselor before medications are considered.
3. It is encouraged that a family member bring your valid prescriptions, from your own pharmacy.
4. You will not be charged for any medication prescribed.
5. Hoarding or misuse of medications could be the basis for discontinuation of medications.

1115 WAIVER/ HEALTH INSURANCE:

The 1115 reentry waiver in Washington State allows Medicaid to provide services to incarcerated individuals up to 90 days before and after their release. The waiver covers a range of services, including case management, medications for Opioid/Alcohol Use Disorders (MOUD/MAUD), and pre-release services. It is designed to support individuals in their transition back to the community and help them live their healthiest life.

This program grants Washington authorization for Medicaid eligibility for incarcerated individuals. The Reentry team helps with connecting inmates to state insurance as well as assisting with additional barriers upon release. Upon incarceration, state insurance becomes “suspended”. While in custody, the Reentry team will assist with reactivation or enrollment and state insurance will be available when you are released. With this program, a Reentry targeted case manager can be assigned to you which will help keep you on track when out in the community. A folder will be provided to you with local resources such as transportation, temporary housing, clinics, etc. you will also receive a referral card with all your state insurance information listed.

If you have any questions regarding insurance or reentry, please reach out to the team via a request kite.

KITTITAS COUNTY JAIL FOOD SERVICES:

Medical Diets: If you require a therapeutic diet for medical reasons, fill out a medical KITE for review by a health care providers.

Religious Belief Diets: Special religious diets require inmates to send a request kite to speak with the Chaplain for consideration.

OTHER SERVICES AND PROGRAMS:

Veterans Justice Outreach Program (VA)

The Veterans Justice Program helps facilitate access to services available through the Department of Veteran Affairs (VA). More information can be found on the kiosk and tablets in the Veterans Justice Outreach brochure. If you wish to be contacted by this program, please fill out the "VJO ROI" form. This form can be found on the kiosk and tablet under "Grievance Forms."

Hub & Spoke Program

If you are currently involved with or want to be involved in opiate use disorder treatment you can request a consultation using a jail request kite and checking the Hub&Spoke option. This kite can be turned into any staff member and should hear back within one week. The coordinator for this program can assist you with a variety of resources that may be
available to you.

HopeSource

Assists with moving people to self-sufficiency by providing access to education, employment, economic development, and vital services. The second chance community-based re-entry programs purpose is to provide transitional community-supported re-entry services. This includes quality of life and self-sufficiency skills through transitional case management, employment, housing, family reunification, community involvement, connection to physical health, mental health, and substance use providers. HopeSourse kites can be turned in to any staff member and you should hear back within one week. The coordinator for this program can assist you with a variety of resources that may be available to you.

Merit

If you are suffering with substance use or are interested in care coordination, outreach, groups, or would like help with treatment or access to services soon or upon release please send in a kite to Merit. This kite can be turned in to any staff member and should hear back within one week. The coordinator for this program can assist you with a variety of resources that may be available to you. Merit has peer support services with lived experiences with addiction and incarceration. These peer support services are available free of charge and are there to help you achieve your goals upon release.

Kittitas County 509-643-8497
Yakima County 509-480-2501

Peers Rising (formerly KCRCO)

Peers Rising's mission is to develop a recovery community with barrier free access to the recovery support, care, and resources needed to achieve long-term recovery. While in custody we can offer peer support through education and one-on-one mentoring. We can assist in re-entry planning with access to community resources such as housing/employment assistance, medically assisted treatment resources, support group information and more. Please fill out a kite requesting Peers Rising services and we will schedule a time to meet with you.

Work/School Release
If you are interested in the work / school release program, please request an application on your kiosks or on the request cart. Program eligibility rules are listed within the application as well as associated costs to participate.

Participants will receive 1/6 goodtime credit. Total Work/School Release Program fees will be based on the daily fee multiplied by the amount of time a participant will spend in custody. In the event earned goodtime is lost, and the offender can continue to participate on the program, fees will be adjusted to reflect the additional days in custody.

Participation in the Work/School Release Program always requires compliance with the Basic Eligibility Rules and the Rules for Participation. For any violation of these rules, an offender otherwise eligible for work release may be denied entry into, or continued participation in, the program. If a participant violates the conditions of, or no longer meets the basic eligibility for the program, any funds paid for participation are non-refundable.

Mental Health Services:
For non-emergency care, fill out a request kite.
Chaplain:
You may wish to fill out a request kite to speak with the Chaplain for family issues such as a death of a family member while you are in this facility. If you have any other religious needs contact the Chaplain (regardless of your religion) and he will coordinate services for you if they are available.

A Notary Public will provide services to you if you submit a kite to records, as well as a property release for the associated fee.

To release property or money to someone outside the facility, you need to fill out a property release form.

Barber Services:
Haircuts by a barber are available by filling out a request kite. Haircuts take place once every two Thursdays. A request kite needs to be submitted by noon the day of haircuts to be added to the list. Haircuts cost $35.00 and the price is subject to change. You may tip up to $5.00. We do not provide indigent haircuts.

VOTING:
If you are registered to vote and want to vote while you are in custody you will need to write a letter to the Kittitas County Auditor requesting an absentee ballot. If you are registered and eligible to vote the Auditor's Office will send you the absentee ballot.

MONEY:
Any money brought in with you will be put on an account for you. There is a cashier machine in the lobby that will take cash, debit card and credit card. There is a fee associated with the cashier machine. That money is posted to your account at the time of the cashier transaction. You can retrieve your account balance off the phone during your out times.

Money can also be added by friends and family at:
jailatm.com or they can call 1-877-810-0914 Mon.-Fri. from 5am to 1pm.

COMMISSARY:
Commissary is available for those who have money on their accounts.

- Subject to any restrictions for the housing unit you are in, you may order such things as personal hygiene items and writing materials. (Please refer to the Authorized Cell Items and limits section of this handbook for additional information). To place your order you can find the Commissary items, prices and their items numbers towards the back.
- Property ordered through commissary need to have your last name written on them. Items without names, or with someone else's name is contraband and will be confiscated.
- Articles of clothing ordered through commissary can be turned in during clothing exchange to be washed. Be sure your name is clearly legible prior to turning in your clothing. Kittitas County Jail is not responsible for any lost or damaged clothing.
- Commissary prices do not include tax

INMATE PROGRAMS:
Inmate Programs are available based on your housing assignment, your behavior, custody classification, availability of space and the

type of program offered at the time you are incarcerated. Programs available are:

- GED Prep Program: If you do not have your high school diploma or GED certificate you can work towards preparing for one while in our facility using the jail issued tablet (test cannot be completed while in custody).
- Religious Services
- Self-help (AA)
- Inmate Worker Program:
  A. Fill out an application.
  B. Be medically cleared by KCJ medical staff.
  C. Be cleared by the Inmate Worker program supervisor before being approved as an inmate worker.
  D. You will be required to work in this program if you are approved.
  E. If you have active warrants, you may not qualify for the program.
  F. You cannot be classified as Maximum, Violent, or have officer safety issues on your record.
  G. You will be strip searched/Scanned after you enter back into the facility from any outside work detail.

VISITATION:

Visits can be scheduled daily from 0900 until 1400 when using the kiosk. Any visits scheduled beyond 1400hrs will be conducted on a tablet which may have associated fees.

The only exception to this will be K mod, who can have visits between 0700 until 2200 daily.

VISITATION IS BY APPOINTMENT ONLY except attorney, clergy, law enforcement and criminal justice personnel may visit at any time. All other visitors will have set times. All visitors must be at least 18 years of age or accompanied by a legal guardian. The visitor may be asked to provide proof of legal guardianship.

Visits must be requested 24 hours prior to the day of the visit. **Visits are made by friends/family at a first come first serve basis.** Visits can be made by friends/family in the Jail Lobby via visitation kiosks, on-line (inmatesales.com) or phone at 866-340-7879. Your visitor will be required to provide photo identification which includes their date of birth.

Be ready for your visit. NO more than 2 adult Visitors and their children are permitted during a visit session. All minor children (under 18) must be accompanied by an adult at all times during a visit session.

Any lewd, profane, or inappropriate behavior shall result in an infraction for the inmate and may include loss of visitations privileges for the visitor and/or inmate.

ALL VISITS ARE CONDUCTED VIA VIDEO VISITATION, WHICH MAY INCLUDE ONE-ON-ONE CLERGY VISITS

HOME VISITATION

Your family and friends can set up a visit from home by going to www.inmatesales.com. There is a fee for this service and it is set by the vendor. The same rules apply for at-home visits as it does for onsite lobby visits. You must have them set up a visit during your scheduled visitation/out times. The last visit can be scheduled 25 minutes prior to the end of your visitation/out times.

Reasons that your visit can be canceled include but are not limited to:

1. **Visit was set up during your non-scheduled out time.**
2. **Discipline Status**
    a. No access to the day room
    b. Abuse of video visitation
3. In the event of an emergency

Your scheduled out times are a guideline and can be changed without prior notice.

TELEPHONE

You cannot receive incoming calls nor will staff convey phone messages to you. Phone calls are collect unless you purchase Phone minutes from your commissary account. Phone minutes are available provided you have sufficient funds on your account.

Phone calls (except those made to legal counsel) are recorded and subject to monitoring per RCW 9.73.095.

CTEL PHONE INSTRUCTIONS

Lift Phone, for English press 1, for Spanish press 2

Option 1: Direct Pay Calls_
Option 3: PIN Debit Calls
Option 4: Commissary & Commissary PIN Debit Phone Time Ordering

1. Select phone option 4 to enter the commissary system
2. Enter your C-Tel/CPC issued ID number followed by #
3. Enter your C-Tel/CPC issued 4-digit PIN number followed by #
4. Press 1 for English 2 for Spanish
5. Enter site code 5605 followed by #
6. Enter your Inmate ID followed by #
7. Enter your commissary issued Passcode (4-digit PIN Number) followed by #
8. **Press 1 to add items to your order**
    a. Enter the Item code followed by #
    b. Enter the quantity followed by #
9. **Press 2 to listen to your order**
10. **Press 3 to change your order**
    a. Press 1 to keep the current item
    b. Press 2 to change the quantity
        i. Enter the new quantity followed by #
    c. Press 3 to cancel the current item
11. **Press 5 to list your debt**
12. **Press 6 to purchase phone time**
    a. Enter the dollar amount (1 = $1) followed by #
    b. Confirm Purchase amount
13. **Press 7 to list recent transactions**

Press 9 to reset your PIN

For every call you must dial area code + telephone number
PIN= Inmate ID + 4 digit Personal Passcode

Personal Passcode – When you place a call with your valid PIN you will be prompted to enter your 4 digit passcode. This passcode can be any 4 numbers of your choice. You will then be prompted to hang up the phone and place a new call. When placing your next call you will be prompted to enter in your PIN # + 4 digit Personal Passcode.

Maintaining security of Phone Pin# is the responsibility of the individual. KCJ assumes no responsibility of theft of phone use funds.

The call will be processed if:

There is money on your **Direct Pay** account or **PIN Debit** account

Direct Pay & PIN Debit		Rates
Local Calls		$0.20/minute
Toll Calls & Long Distance in State		$0.20/minute
Long Distance Out of State		$0.20/minute
Products Sold	**Description**	**How to Purchase?**
Direct Pay	Call Time to 1 Phone #	www.inmatesales.com 1-877-998-5678
PIN Debit	Call Time to Inmate's PIN	www.inmatesales.com 1-877-998-5678

***Taxes on calls & fees for deposits may apply where applicable.**

MAILING ADDRESS:

Mail from Lawyers, other legal representation or subscriptions:
[Inmate Name – Inmate ID]
205 West 5th Ave Suite 1/ Jail
Ellensburg, WA 98926

Standard Non-Legal Friends and Family Mail Address:
[Inmate Name – Inmate ID]
Kittitas County Washington
PO Box 76550
Highland Heights, KY 41076

Personal Mail:

You **may not** receive packages, writing paper or blank cards. Polaroid pictures and/or photos that are obscene, suggestive, have nude or partially nude persons in them will not be accepted. Any mail rejected will be returned to the sender. Inmate to Inmate mail is prohibited unless it's approved by the Jail Superintendent or designee in advance. It will only be considered if the inmate you are attempting to mail is an immediate family member, have a child in common with parental rights by both parties, you are co-parties in an active legal matter, or one inmate is providing a relevant witness statement in the other inmate's active legal matter. To have this approved you must submit a request in writing to the Jail Lieutenant.

Incoming Mail:

Letters for inmate/general public mail correspondence will be sent to the Kentucky PO Box and you will receive a digital copy on the kiosk . You may receive **NEW** - newspapers, magazines and soft bound books from the distributor or publisher only. No pornographic materials will be allowed. All items must come through the US Mail or another certified mailing company. Used books will NOT be accepted.

Outgoing Mail:
All daily mail will be picked up during request cart only. Manila envelopes will not be mailed except for legal purposes **at your expense.** If you have money on your account, you must purchase stamps through commissary. If you are indigent for one week (have no money) 3 postcards or letters per week will be mailed for you at county expense. All outgoing mail is subject to search. The envelope / postcards will have only the Jails return address and the name and addresses of the person(s) you are sending it to. 3rd party mail will not be sent. Any attempt to send mail for another inmate may result in sanctions. **Envelopes with drawings on them will not be sent out and returned to you.**

Legal Mail:
Legal mail that is sent out or mailed in must be clearly marked as **Legal mail** and the address will be verified. Mail will be checked for content/contraband. Officers will open all incoming and outgoing legal mail in your presence to ensure its contents. Legal mail is defined as correspondence to or from courts/court staff, attorneys, groups involved in judicial representation of offenders, the President or Vice President, members of congress, embassies and consulates, U.S. DoJ, Attorney General, Governors, and Law Enforcement Officers working in their official capacity AND; mail between inmates verified as co-parties in a mutual legal proceeding who have been approved for inmate-to-inmate correspondence.

Books/Magazines can be sent to you through the US Postal Service, or another carrier. These reading materials must come from the publisher, not through personal mail. All books must be soft bound and **NEW**. Used books will **NOT** be accepted. Magazines are counted as a book. Once you finish a book you can donate it to the library or place it in your property.

Books/Magazines will be denied based on the following:

- Hard bound books
- Sexual in nature
- Literature deemed a threat to safety and security to the facility based on advocacy of violence or similar nature

- Literature containing markings of gang symbols or symbols of other unauthorized groups that may reasonably precipitate violence

*** The Kittitas County Jail is not responsible for the care and location of personal reading materials received.

Inmate Chirping

This facility provides the option for inmates to rent an Inmate Chirping Device. This device provides a dedicated phone number that allows Chirps to be sent to friends and family. This device must be requested at time of booking or off the request cart in the morning with completion of the agreement/acknowledgement form also on the request cart.

This device is outside funded and not part of your commissary/phone account. Funds from commissary/phone/tablet **CANNOT** be used for this purpose.

Once issued a Chirping device you have 72 hours to have money added to your Chirping account. You will be provided the ability to send out 5 free generic texts every 24 hours requesting funds for your Chirp Account. If no funds are added to your account, the device will no longer work and must be returned to staff. This also applies if your monthly rental fee runs out and are unable to get your account funded further.

Fees

Monthly(30days) rental fee is $4.00 with messages costing $0.10 per Chirp in or out. **You are responsible for this device.** If broken your Chirp account will be charged $200.00. No further Chirping will be allowed until this is paid in full to CTEL. At release you will have to turn in the device or will be charged.

Maintaining security of Chirp Pin# is the responsibility of the individual. KCJ assumes no responsibility of theft of chirp use funds. Usage of other inmates Chirp can result in an infraction.

The balance on your account will remain on the account unless you contact InmateSales call center (877) 998-5678 to request a refund. Otherwise funds will be available if you come back to this facility.

Inmate Tablets

These devices will be available for use within housing upon completion of the agreement/acknowledgement form you signed in booking. If you failed to sign the agreement form in booking your

account access has been disabled. The form will also be on the request cart if you failed to sign in booking, but must be completed prior to enabling your account. This device is outside funded and not part of your commissary/phone/chirp account. Funds from commissary/phone/chirp **CANNOT** be used for this purpose.

- Login – Username is always the inmate ID number
- First-time login – inmate's birthday example December 31, 2019 – month, day, year – 12312019
- Security Question – first-time login and reset the password; you must answer two security questions.
- Forgot Password – enter the username, answer your security questions. If you forgot the security answers you click *Forgot Security Questions?* and it will take you to a new screen to enter your username and birthday December 31, 2019 – month, day, year - 12312019
- *Last Login* – After entering your username and password, check the date and time; if this was not the last time you logged in to the tablet, you could reset your password.

Funds, Minutes, and Service

- Paid Services can be accessed at a per minute rate of $.05.
- Free minutes per day – You will receive (5)five free minutes per day for charged content**.**
- Free Services - How to use AxxS Tablet, Welcome to AxxS Tablet, Khan Academy, GED Exam Overview, GED Exam Study Guide, Bible – American Standard Version, and King James Holy Bible

My Account

- Check Account Balance and Tablet Rates
- *Manage Security Questions* – you can reset your security questions
- *Change password* – you can reset your password
- *History of Service* – review how much you have spent on different services
- *Terms and Service and Privacy Policy* – approved when you first log in to the app
- *Logout* – the tablet will also automatically time out due to inactivity.

Charging the Tablet and Device Rules

- You are responsible for charging your device. The facility has chargers available in dayrooms for both tablets and chirp devices.
- **Tampering** with the device's housing or software security will risk losing device privileges and be charges for the damage.

The terms and conditions make you responsible for the device. If the tablet gets broken while in your custody, you will be responsible for the cost of the tablet $500.

Maintaining security of Chirp/Tablet Pin# is the responsibility of the individual. KCJ assumes no responsibility of theft of Chirp/Tablet use funds.

Tell friends/family to deposit money for Tablet services at InmateSales.com or 877-998-5678.

INMATE RULES OF BEHAVIOR

Violation of any rule may lead to sanctions including but not limited to: loss of good time, segregation and/or loss of privileges.

YOU ARE REQUIRED TO COMPLY WITH THE FOLLOWING DURING ANY MOVEMENT FROM YOUR HOUSING UNIT:

- No talking (remain quiet)
- Always walk where an Deputy directs you and remain to the right side.
- Keep your hands at your sides at all times.
- When directed by an Deputy, go promptly and directly to your destination.
- You may not move within the facility without staff escort or authorization.
- Any unescorted movement must be directed by staff.

INFRACTION SANCTIONS:

Sanctions may include, loss of privileges, loss of commissary items/ordering, criminal charges, loss of good-time and/or IMS time. Aiding another person, attempting to, or making a plan to commit any rule violation is considered equivalent to committing the offense itself.

Infraction Procedural Rights:

An inmate shall have the right to be present during all stages of a disciplinary hearing, except for the deliberation phase of the hearing.

An inmate shall be allowed to appear on his or her own behalf, to present witnesses one at a time, and to present documentary evidence **unless** the exercise of these rights would be unduly hazardous to the safety and security of the facility. If the hearing's Deputie(s) determines such a danger exists, the inmate will be given written notice stating any restrictions and the reasons for those restrictions. The hearing record will also reflect these limitations and restrictions.

An inmate who is unable to represent themselves in a disciplinary hearing shall be told that they have the right to be assisted by another inmate to help in understanding and participating in the hearing. To receive this assistance,

the inmate must ask, in writing, at least eight (8) hours prior to the hearing or the hearing will be rescheduled to permit this type of assistance. The senior Jail Deputy assigned to the hearing will appoint someone to assist the inmate.

The inmate shall be notified, in writing of the decisions of the hearing board within 24 hours of the end of the hearing, excluding weekend and holidays. This notice will state whether the inmate was found guilty of committing the infraction or not. The results of all hearings, including the determination of guilt and sanctions, if any, will become a permanent part of the inmate's disciplinary record.

An inmate may appeal the outcome of a disciplinary hearing. Any appeal made must be done in writing and must be based on documented violations of the disciplinary process or evidence used. An appeal must be filed within five (5) calendar days from the date of the hearing. Appeals shall be turned into the Sergeant. The appeal will be read, and a determination made whether there are valid grounds for reconsiderations or rescheduling a hearing. The Sergeant is responsible for rescheduling a hearing, if one is needed, within five (5) days (excluding weekends and holidays) from receiving the appeal.

Should the Sergeant turn down the inmate's appeal, the inmate may file a final appeal by documenting all evidence, violations of written process or reasons for appeal in writing. This appeal should be sealed in an envelope and sent to the Jail Lieutenant for final appeal and review. The lieutenant shall respond with a decision within 10 working days (excluding weekend and holidays) from the date the appeal is received. Such response to the inmate shall be in writing. There is no further appeal after this. Only appeals based on the following will be considered:

1. The disciplinary process or procedures were not followed.
2. New evidence or witnesses are presented that may change the outcome of the hearing.
3. There was insufficient evidence to support the hearing officer's decision.
4. The discipline imposed was not proportionate to the violation committed.

Infractions

100 **Physical Contact / Horse Play**: Engaging in pushing, shoving, sparring; horse-play, presenting a combative posture or other *non-injurious* physical contact.

101 **Disrespecting A Staff Member**: Making abusive, defiant, insolent, obscene, ridiculing, degrading statements towards a staff member.

102 **Refusing Order(s)**: Failure to obey a direct staff order in a timely manner or refusing to work as directed.

103 **Interference with the Count**: Failure to stand still, follow instructions, and remain quiet during count.

104 **Possession Of Nuisance Contraband**: Possession of or keeping any items not approved by staff including but not limited to:

a. Unauthorized clothing.
b. Excessive or unauthorized amount of jail-issued items (clothing, linens, bedding, food, drink, etc.)
c. Money or other valuables
d. Personal linen, bedding or mattresses in dayroom
e. Other items not specifically authorized by staff
f. Property of another person or agency.
g. Containers and bottles will only contain the products for which they are intended for; not reused with any other substance.

105 **Tampering with Equipment or Items**: Tampering with jail material, equipment, electrical outlets, plumbing, lighting fixture, machinery, Chirping/Tablet device, etc. or staff property. Do not cover lights, vents, windows, or drains with anything.

106 **Cleaning Gear** no cleaning gear (including spray bottles, rags, brushes, etc.) shall be left or kept in your mod or cell and will be returned in a neat and orderly manner after its use.

107 **Lying to or about Staff**:

108 **Unauthorized area**: Being in an unauthorized area, entering any housing area to which you are not assigned, exiting any housing area without prior authorization from staff.

109 **Property Damage Less than $100**: Destroying, defacing (graffiti), breaking or mutilating private or Kittitas County property that results in damages; or being in possession of with a value of $100 or less.

110 **Nuisance Activity**: Making continued loud noises, shouting, yelling, singing, kicking, banging or any other persistent activity which disrupts order. Disruptive behavior after lockdown.

111 **Changing Bed Location**: Changing cells or dorm locations without authorization from staff.

112 **Not Fully Clothed / Improper Attire**: Being improperly attired inside or outside a tank or dorm (shirtless, no pants, use of head coverings, headbands, arm socks, wearing pants below waist level, pants tucked into socks etc.). For Work Crew, Work Release, and School Release failure to be fully dressed in public areas (e.g. shirt, pants and shoes).

113 **Hanging Materials:** Unauthorized posting / hanging of materials. Towels, blankets, uniform pieces will not hang or obstruct view.

114 **Showering without permission** after 0600am.

115 **Violating morning inspection routine:** Not being awake and in designated area, not cleaning living space, not folding bedding, failing to stay in designated area until directed by staff.

116 **Meal and Tray Instructions:** Be ready at mealtime, put out trays, return food containers; follow meal instructions.

117 **Unauthorized taking or possessing of extra meal tray.**

118 **Failure to Follow Safety or Sanitation Regulations**: Willfully allowing unsafe or unsanitary conditions to continue; or actively causing or adding to such conditions, or failure to maintain personal hygiene or failure to maintain cleanliness of an assigned living area.

119 **Bribery**: Giving or offering any person money or a bribe of any type.

120 **Forging Signature**: Forging or counterfeiting any signature or document.

121 **Mail / Notes between inmates:** Correspondence or attempted correspondence between inmates while incarcerated is prohibited this includes notes, U.S. Mail or by any other means not approved by a Corrections Staff

122 **Communicating with other inmates** housed in another area of the facility and/or during transport.

123 **Misuse of indigent mail.**

124 **Making/possessing jewelry.** This includes but not limited to hair ties, pieces of comb, and string.

125 **Misuse of emergency button.** Using emergency intercom system for non-life threatening emergency.

126 **Gambling:** Betting or wagering for anything of value including food.

127 **Phone PIN / CHIRP:** Unauthorized or Authorized use of another inmate's Phone PIN, or CHIRP device.

128 **Inappropriate communication:** verbal/written threats or sexually explicit communications to or about staff.

129 **Gang Activity:** Any and all gang related activity (signing, tagging, writing etc.) is strictly prohibited.

130 **Abusing the Grievance Process:** Any abuse of the grievance process such as continual frivolous grievances or re –submitting the same grievance after receiving a response.

131 **Violating the Inmate Mail Policy:** Failure to follow the inmate mail rules. Including attempts to send 3rd party mail.

132 **Attempting To Manipulate Staff:** Any attempt to communicate with a staff member in a dishonest way to one's own advantage. Any attempt to manipulate staff members against each other will not be tolerated. To include but not limited to repeat inquiries after you have already received an answer from another staff member.

200 **Unauthorized Area outside the Facility**: You will not be present in any unauthorized or restricted area outside the facility not previously approved by correction staff.

201 **Failure to Submit Urinalysis or Breathalyzer:** You will not fail to submit a urinalysis or breathalyzer sample within the allotted time period or attempt to dilute or substitute the sample.

202 **Driving without Permission / License**: You will not drive without permission of the Corrections Staff or without a valid Washington State driver's license and/or liability insurance.

203 **Failure to Report Police Contact / Citation**: You will notify Staff immediately whenever approached by, questioned by, or receiving a citation from a police officer.

204 **Quitting Job without Approval**: You will not quit a job without prior approval of corrections staff.

205 **Failure to Perform At Work / Job Search**: You will not fail to perform satisfactorily at work, in school or on a job search or be terminated from a job for cause (e.g. cause includes but is not limited to not performing to expected levels, lateness, absences, inability to get along with others).

206 **Failure to Notify Job Site Change**: You will notify staff of any job site change.

207 **Failure to Submit Job Search Form**: You will not fail to submit an accurate job Search Data Form with accurate arrival and departure times verified by signature(s) of prospective employer(s).

208 **Failure to Notify Job Termination / Change**: You will notify Staff immediately if employment is terminated or modified (e.g. a change in work hours or days).

209 **Unauthorized Absence**: There will not be any unauthorized absences from work, school, EHM, treatment or other assignments without 24 hours notice to Corrections staff.

210 **Deviation from Destination**: You will not fail to go directly to and return directly from any authorized destination without prior approval of the Corrections Staff.

211 **Unauthorized Financial Transaction**: You will not enter into a financial transaction or new financial obligation without approval of the Corrections Staff.

212 **Unauthorized Pay Deduction / Check cashing**: There will not be any unauthorized deductions, draws, advancements from or cashing of a paycheck without prior correction staff approval. You will present your payroll stub to Corrections Staff to copy for our records and billing purposes, as requested.

213 **Attempt To Leave W / Out Permission / Sign In / Out Of Work Release**: You will not Attempt to leave the facility without permission prior to the scheduled release time; or failure to sign in or out of the facility according to procedures.

214 **Failure to Attend Court / Treatment / Meetings etc**: You will arrange for and/or attend court or program ordered therapy, meetings and appointments.

215 **Unexcused Lateness**: While in Work/School Release any unexcused lateness will not be tolerated.

216 **Unaccounted Time:** You will not fail to fully account for your time while away from the facility on Work Release.

217 **Mode of Transportation**: You will not change your mode of transportation without prior staff approval.

300 **Assault**: Attempting to or engaging in a physical attack where physical injury has occurred. Making unwanted, or aggressive, physical contact against another person.

301 **Fighting:** Engaging in mutual combat or other physical contact with another person.

302 **Unwanted Physical Contact:** Attempting to, or making unwanted, or aggressive, physical contact against Jail staff with intent to cause harm.

303 **Sexual Assault:** Attempting to or engaging in unwanted sex or sexual acts with others, is prohibited.

304 **Sexual Acts:** Engaging in consensual sex acts with others.

305 **Indecent Exposure:** Deliberately and willfully showing, exposing, or exhibiting one's private parts; or masturbation.

306 **Arson:** Attempting to or creating, building, or setting a fire.

307 **Escape:** Attempting to or fleeing from custody during escort, secured restraints or restraining devices, or any secure unit of the Correction facility, vehicle or program.

308 **Possession/Attempted Weapon / Escape Tool**: Attempting to make, being in possession of, or having in your housing area a firearm, knife, razor blade, explosive, ammunition or any tool or device deemed to be designed for use as a weapon or in an escape attempt.

309 **Taking Hostages**: Attempting to or detaining any person against his/her will; kidnapping.

310 **Rioting**: Attempting to create or participating in the coming together of two or more persons who engage in severely

disruptive, violent conduct which creates a serious imminent life-safety risk or threat to person or property.

311 **Group Demonstration**: Actively participating in a disturbance involving other inmates by causing a hazardous or serious incident that disrupts the order of the facility.

312 **Resisting:** Physically resisting staff members in any way.

313 **Refusing Order(s) – Emergency:** Refusing to comply promptly with a staff member's order during an emergency.

314 **Threats**: Making, verbal or written explicit or implicit threats to physically or sexually harm or injure a person, family member(s) or personal property.

315 **Theft**: Willfully taking anything of value from another person or from Kittitas County by any means.

316 **Extortion**: Demanding or receiving anything from another person in return for protection from bodily harm or under a threat of informing.

317 **Tampering with a Security Device**: Interfering with or blocking of a door, or tampering with any security or safety device.

318 **Smoking/Tobacco Use**: Smoking any product or the use of any tobacco while incarcerated at this facility is prohibited.

319 **Dangerous Contraband**: Introduction/possession of lighters, matches, drugs or drug paraphernalia or intoxicating beverages (includes "Pruno") or any other contraband determined to be dangerous by staff.

320 **Use/Under Influence of Drugs /Alcohol**: Use or being under the influence of drugs or alcohol; or failure to pass UA, or refusing Breath Test.

321 **Intentional Flooding**: Intentionally causing a flood by any means.

322 **Property Damage / More Than $100**: Being in possession of, destroying, defacing, damaging, breaking or mutilating Kittitas County or private property with replacement costs of more than $100; or fire or smoke alarms, sprinkler heads, regardless of value.

323 **Refusing Placement**: Refusing any assigned housing for self, or any other inmate in a timely manner.

324 **Misuse of Medication**: Misuse of any medication prescribed by any doctor.

325 **Video Visitation**: Any misuse or abuse of the system.

326 **Self-Mutilation/ Tattooing:** Inflicting or attempting to inflict physical harm or injury on oneself. Tattooing oneself or another.

327 **Harassment / Inappropriate Language or Conduct:** Making derogatory, obscene, sexually explicit or suggestive statements based on sex, race, religion, national origin, sexual orientation or disability.

328 **Mail or Phone Harassment**: Sending or making threatening, intimidating, obscene or harassing, letters or phone calls.

329 **Possessing or making pornographic/racially explicit/Discriminative materials:** This includes pictures, drawings, letters, etc, which contain but not limited to male/female genitalia, full frontal nudity, or depicting any sexual behaviors/acts. Any material that may be interpreted as degrading to any sex, race, or religion.

330 **Inappropriate Touching:** Kissing, holding hands or inappropriate touching. This includes if you are married or in a relationship with that person.

331 **Failure to Lockdown:** Failure to return to housing unit/return to your assigned bunk/lockdown as directed by staff in a timely manner.

332 **Excessive Minor Violations:** Any minor rule violations in excess of 4 during a single incarceration period is subject to major rule violation sanctions pending outcome of a formal hearing.

ATTORNEY PHONE NUMBERS

KITTITAS COUNTY PUBLIC DEFENDER……509-962-7042
ETOY ALFORD……509-469-9116
MARGIE ALUMBAUGH……888-407-4109
KEN BLANFORD……253-720-9304
M. CHMELEWSKI……509-933-1529
JOYCE HERITAGE……509-899-5375
GREGORY SCOTT……509-574-0991
TONY SWARTZ……509-253-7593

More attorneys can be found in the telephone book. Please ask for one if you need more information.

BAIL BOND SERVICES:

A-AFFORDABLE BAIL BONDS…… 509-575-1300
A-SPEEDY BAIL BOND …… 509-962-2470
AA FAST BAIL BONDS …… 509-766-2245
ALL CITY BAIL BONDS ……509-737-1111
A-PLUS BAIL BONDS …… 509-575-5759
CASEY BAIL COMPANY…… 253-375-8050
LACEY O'MALLEY BONDING & INSURANCE 206-622-2668

EGLEY'S BAIL BONDS 509-457-7296
A WAY OUT BAIL BONDS 509-902-2837
REGAN BAIL BONDS INC 360-694-2245

ELECTRONIC HOME MONITORING SERVICES

Central Washington Monitoring 509-607-0708
Safety Services of Central Washington.....509-759-9916
Secure Court Solutions.....1-888-262-1371 option 4
Smart Start Inc. (Smart Mobile Insight)...1-844-357-9272 or 1-800-880-3394.

Kittitas County Jail does not provide an Electronic Home Monitoring Service. Inmates wishing to apply for Electronic Home Monitoring (EHM) must contact or have a family member contact an independent EHM provider. Above you will find several companies that you may choose or you may find one for yourself. Be advised that the EHM provider that you choose **must come to the facility** on your qualifying day and place the ankle bracelet on your person. Inmates **will not be allowed** to leave the facility without the bracelet on, unless your court paperwork **specifically** says otherwise.